

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040073-3

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDP - 138	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
BIWEEKLY LABORATORY REPORT							
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	ADMIN. GENERAL OTHER (specify)	
	LOGISTICS		SECURITY				
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (no. of components not number of copies)		
10	Biweekly				TSD 25X1 1		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT		
	YES	IF YES GIVE ADP PROCESSING NO.					
Memorandum	<input checked="" type="checkbox"/>	NO				Internal Laboratory	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
							\$506.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$506.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
June 1956 the laboratory prepares this biweekly report on projects initiated and completed. This report is initiated by the Laboratory for their own purposes of record keeping, but is used by OC [redacted] and others to keep abreast of the workload at the Laboratory.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)				MAN-HOURS	DOLLARS
<input type="checkbox"/>	CHANGE						
<input type="checkbox"/>	DISCONTINUE						
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION		
October 1956	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040073-3						

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Classification